

# Administrative Support Supervisor



**Job Code:** 1171  
**Grade:** 124  
**Reports to:** Department/Division Director  
**Salary Range:** \$40,288 - \$61,617  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs highly responsible administrative and technical work supervising and providing overall administrative and office management for an assigned department; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for managing administrative and special project areas by conducting research, analysis, and evaluation, and proposing recommendations for program improvements and more effective services delivery to the public. Work is performed under general supervision and requires the application of communications skills and comprehensive knowledge of departmental procedures and operations. Supervision is exercised over subordinate clerical personnel.

## **ESSENTIAL FUNCTIONS**

Supervising and providing clerical assistance tasks; preparing and maintaining complex financial and office files; training staff; preparing minutes and reports; assisting the public.

## **EXAMPLES OF WORK**

- Plans, organizes, directs, and participates in office clerical assistance activities.
- Prepares, implements, and administers office procedures; instructs and trains new employees and evaluates their work performance;
- Analyzes financial, statistical, and other pertinent data to determine future needs of office or agency;
- Types a variety of complex and confidential reports and documents.
- Compiles and maintains calendar of appointments and events; schedules and reschedules appointments for supervisor.
- Composes correspondence for supervisor's signature independently as requested.
- Researches and prepares responses to inquiries.
- Receives, receipts, and accounts for fees and charges.
- Prepares a variety of activity and financial reports concerning agency activities.
- Balances workflow among subordinates; coordinates activities among staff; schedules and assigns work.
- Establishes and administers office goals and objectives; ensures compliance with policies, rules, and regulations.
- Operates standard office, data entry, and word processing equipment.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of office terminology, procedures, and equipment and of business arithmetic and English; comprehensive knowledge of the operation of local government; ability to type at a reasonable rate of speed; ability to follow complex oral and written directions; ability to meet governmental officials and others with tact and diplomacy; ability to establish and maintain effective working relationships with associates; ability to operate standard office, data entry and word processing equipment;

ability to maintain complex records and prepare reports from such records; ability to plan and supervise the work of others.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with an Associate's Degree, with course work emphasis in office systems technologies, business administration, accounting or a field related. Five (5) to seven (7) years of progressively responsible and knowledgeable experience in administrative support functions, the majority of which shall have been preferably in a lead worker or supervisory capacity within the department to which assigned; additional years of experience may substitute for a portion of the educational requirement; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, walking, lifting, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS**

An employee in this classification in the Department of Police, the Department of Parks, Recreation & Culture, or the Department of Planning & Code Administration is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.